IV-OC Organization Control Table

CALSTARS is designed to meet the diverse accounting needs of most State departments. Substantial flexibility is available to enable each department to tailor the system processing to meet its needs. Much of that flexibility is provided through the Organization Control (OC) Table.

The OC Table impacts almost all aspects of CALSTARS operations and performs the following functions:

✪ Maintains control over each Funding Fiscal Year (FFY) period for establishing FFY tables and posting accounting transactions;

✪ Maintains indicators that allow the department to control the timing of recurring processes such as labor distribution, cost allocation, fund split and year-end close (YEC) and new year-end open (YEO); and

✪ Maintains indicators that allow the department to define the severity of data errors and fund errors for each Funding Fiscal Year.

STRUCTURE

The OC Table is divided into two segments: the control key and informational elements. The control key identifies each Organization Control record and contains the Organization Code and Funding Fiscal Year (FFY).

The informational elements include the following:

✪ Labor Distribution Indicator: Tells the system when to run the labor distribution process, and provides a screen message prior to and after the process has been completed.

✪ Cost Allocation Indicators: Tells the system when to run the cost allocation process. It includes indicators and information elements that govern the type of cost allocation and the formula to use whenever the cost allocation process is run. It also displays progress status through completion of the monthly process.

✪ Miscellaneous Indicators: Contains indicators that apply to various system features such as the prior month open or closed status, the use of the online check file, the use of fund source edits and allows for the automated posting of CD102 documents.

✪ Budget-Related Indicators: Contains three indicators that control the Schedule 10 Subsystem. This subsystem is used to electronically report past year expenditures to the Department of Finance budget staff.

✪ Year-end Related Indicators: Contains indicators that apply to the year-end process, year open or close status, and parameters for generating new funding fiscal year records for the uncleared collections and/or the Office Revolving Fund (ORF).

✪ Hierarchy: Defines the department hierarchy in the statewide structure as contained in the Uniform Codes Manual (UCM).

✪ Error Severity Segments: Contains two eighty-character error severity coding blocks for setting 'fatal', 'warning' or 'ignore' edits. The first segment specifies the severity of Data Errors; the second segment specifies the severity of Fund Errors.

RELATIONSHIP TO OTHER TABLES

The department hierarchy entered in the OC Table must be present in the D01 Descriptor Table, which is derived from the Uniform Codes Manual. As noted in other sections of this chapter, editing of maintenance transactions against many other tables is dependent upon the presence of the OC Table.

INPUT CODING

Once the OC Table is entered and passes all edits, the only maintenance required for the current year OC Table is to set the system process indicators. Detailed instructions about coding OC Table maintenance transactions are displayed in Exhibit IV-OC-1. Exhibits IV-OC-2 and IV-OC-3 display the positions and settings for the Error Severity Indicators. The OC Table Maintenance coding form, illustrated in Exhibit IV-OC-4, is formatted the same as the OC Table Entry screen.

CREATION AND MAINTENANCE

The OC Table record is created prior to the beginning of a new fiscal year. The current year OC Table requires monthly and year-end maintenance for recurring processes such as Labor Distribution, Cost Allocation (CA)/Fund Split (FS) and month and year-end closing.

Data is entered directly from the OC Table Maintenance Form (CALSTARS 4). Functions **A**=ADD, **D**=DEL, **C**=CHNG, **P**=PRT, **F5**=VIEW MASTER, **F6**=RECALL MAINT and **F10**=DEL MAINT may be used. Descriptions of these functions may be found in the *Table Maintenance Functions* section of Chapter IV. To **blank** appropriate data fields (using the **Change** function), the field must be filled with "$" signs; e.g., for LEVEL 3, use **$$$$**.

The OC Table is updated multiple times every work day. Table maintenance is processed at the beginning and completion of the Cost Allocation/Fund Split, Labor Distribution, and year-end processes (YEC/YEO). OC Table maintenance is also processed at the beginning of overnight processing. Cost Allocation/Fund Split typically begins each workday at 10:00 AM, Labor Distribution at 3:00 PM, and nightly processing at 6:00 PM. OC Table maintenance related to the year-end process is run during the overnight process. Additional Saturday processing times are announced in the Year-end Closing COM.

All table maintenance activity must be recorded on the Table Maintenance Control Log (CALSTARS 20) as described in the *Table Maintenance Log* section of Chapter IV.

SYSTEM PROCESSING AND ROLL-OVER

It is very important to verify that all month-end processes have been run and completed prior to the last processing day of the month. The OC Table displays a message which states whether or not the Labor process was run. It also includes the LAST STEP RUN field to indicate which step(s) of cost allocation were completed (**01**, **02**, **03**, etc.) and whether Fund Split was performed. A table activity report is produced automatically each time a processing indicator is set. This report should be reviewed. After running any system process, verify on the Edit Activity Error Report (CFB800-2) that no fatal errors resulted from the transactions generated by the system during the process. Also, prior to closing the month or ordering month-end reports, the PCA Report (Q21) should be reviewed to verify that all indirect PCA costs were allocated.

The OC Table is updated at designated "roll-over" times which occur at <u>month-end</u> and <u>year-end</u>, as described below:

✪ **Last processing day of each month (Month-end)**: After the regular nightly process runs, CALSTARS generates an OC Table maintenance record for every department's current FFY table and routes a CSB960-1 report to all departments. The automatic changes are to:

  ✪ Reset the RUN LABOR and RUN COST Indicators to **N**;
  ✪ Reset the PRIOR MONTH OPEN Indicator to **Y**; and
  ✪ Reset the LAST STEP RUN Indicator to **00** (zero, zero).

✪ **Last processing day in June (Year-end)**: CALSTARS generates an OC Table maintenance transaction for the *new* (next) FFY OC Table. (This transaction will post only <u>if</u> the table was previously established). The automatic changes are to:

  ✪ Set the YEC RUN Indicator to **blank** (if not previously blank);
  ✪ Set the PRIOR YEAR OPEN Indicator to **Y** (if not previously **Y**); and
  ✪ Set the CY BR #1 and PY SCH10 TRANS Indicators to **N**.

NOTE: Departments cannot set the PRIOR YEAR OPEN Indicator to **N**. Only the automated year-end close process can set it to **N**.

SPECIAL CONSIDERATIONS

There are special considerations when performing OC Table maintenance which are described below. Also refer to the *Table Maintenance Functions* section of Chapter IV for functions that affect the OC Table.

✪ **ADD (A) transactions from the VIEW MASTER function**: For accuracy and efficiency, an **Add** transaction to establish a new year OC Table should be made by first viewing the existing table from the previous year, keying Function **A** and keying over the fields that need to be changed. When using this method, it is important to change the funding fiscal year and the other following fields: the Run Labor and Run Cost indicators must = **N**, the Last Step Run must = **00**, the Run YEC must = **blank** and the Prior Year Open indicator must = **Y**. When adding a past period table; e.g., '44' year, etc., the Run Labor and Run Cost indicators must = **blank**.

✪ **CHNG (C) transactions (more than one entered)**: If two **Change** transactions are entered for the same OC record before an OC Table update occurs, the following error message displays to help prevent the accidental replacement of the previous transaction:

> 124-MAINT CURRENTLY EXISTS: USE F4 TO REPLACE; F6 TO RECALL; F9 TO QUIT

Using F6 to recall the previous transaction is recommended. The recalled maintenance may then be modified to include the new maintenance.

✪ **DEL (D) transactions:** The current, new year, and the two prior Funding Fiscal Year's table records in the OC Table cannot be deleted.

✪ **RECALL MAINT function**: If an OC Table maintenance transaction cannot be found using the F6 key, that indicates the table has been updated. See the *Creation and Maintenance* section, above, for the timing of daily OC Table updates.

NOTE: If the RUN LABOR or RUN COST indicators were set to run in error <u>and</u> the transaction cannot be 'recalled' to the screen, **call the Hotline immediately** to intercept the transaction and stop the process.

EDIT RULES

All error codes and messages that apply to table maintenance transactions are defined in Volume 4 of the CALSTARS Procedures Manual.

OUTPUTS

The OC Table maintenance program has two outputs:

Maintenance Activity Report (CSB960-1), shown in Exhibit IV-OC-5, displays each transaction entered via the on-line screen and an associated message if the transaction violates an edit rule; and

Table Listing Report (CSB960-2), shown in Exhibit IV-OC-6, is produced when a function **P** is entered.

Maintenance Activity Report (CSB960-4), no sample shown, displays each transaction created by the system to record changes to the OC Table that result from running the Labor and Cost Allocation processes.

NOTE: Screen prints of the OC Table are quick and easy to obtain and read.

CONTROL

Tight control should be exercised over OC Table maintenance activity since this table controls most of the system editing and posting. Careful control of deletions is mandatory since the system only edits to prevent the deletion of the current, one future and two prior fiscal year OC Table records. An OC Table is required for any FFY for which financial transactions exist or will be entered. A Table Maintenance Control Log reflecting all OC Table activity must be maintained. All Maintenance Activity Reports should be filed as well as the Table Maintenance Control Logs.

EXHIBIT IV-OC-1
ORGANIZATION CONTROL TABLE INPUT CODING INSTRUCTIONS

Data Element	Length	Contents
Control Key:		
ORG CODE	4	The **Organization Code** is automatically displayed based on the signon used. It cannot be altered.
FFY	2	**Enter the applicable Funding Fiscal Year.**
Labor:		Run indicators are always entered in the current Funding Fiscal Year OC Table.
RUN LABOR	1	**Enter one of the codes below when ready to run the Labor Distribution Process:** **Y** - Run Labor Distribution. Automatically resets to 'N' after Labor Distribution is run. **N** - Do not run the Labor Distribution process. Indicates Labor Distribution is not to run or that labor distribution has been successfully run to completion. **N** is normally system generated. **A** - Run Timesheet Adjustments. Automatically resets to 'N' after Timesheet Adjustments are run. **Blank** - Department does not use the Labor Distribution process. Must be blank for any prior year **Add** transaction. **NOTE 1**: This indicator cannot be set to **Y** or **A** in a prior year OC Table or on a new year **Add** transaction. **NOTE 2**: One of two status messages are always displayed just below the Labor Run Indicator in the current FFY OC Table: "LABOR HAS NOT BEEN RUN" *or* "LABOR COMPLETED"
Cost:		Run indicators are always entered in the current Funding Fiscal Year OC Table.
RUN COST	1	**Enter one of the codes below when ready to run the cost allocation and/or fund distribution process:** **Y** - Execute the next step (one step) of cost allocation or the fund (split) distribution. See NOTE 1, below. **A** - Execute all steps of cost allocation *excluding* fund distribution using the Multi-Step Process. Each step of cost allocation is executed successively until all steps are completed unless a data-related error is detected. See NOTE 1, below. **C** - Execute all steps of cost allocation *including* fund (split) distribution using the Multi-Step Process. Each step of cost allocation and fund distribution is executed successively to completion unless a data-related error is detected. See NOTE 1, below. **N** - Do not run the cost allocation process. Indicates no steps are to run or the step(s) previously requested have successfully run to completion. **N** is normally system generated. **M** - Stop running the Multi-Step Process because a data related error was found. **M** is a system generated value. If more than one step is specified using the Multi-Step Process, and data related error(s) stop the process, the last step completed is shown in LAST STEP RUN. Error(s) must be corrected before proceeding. *(continued)*

EXHIBIT IV-OC-1
ORGANIZATION CONTROL TABLE INPUT CODING INSTRUCTIONS

Data Element	Length	Contents
RUN COST *(continued)*		**Blank** - Department does not use Cost Allocation or the Fund (Split) Distribution process. See NOTE 2, below. **NOTE 1**: The Cost Allocation Run Indicator automatically resets to **N** upon completion of all steps requested or **M** if a data-related error is detected. **NOTE 2**: This indicator cannot be set to **Y**, **A**, **C** or **M** in a prior year OC Table record or on a new year **Add** transaction.
RUN TYPE	1	**Enter one of the following codes to specify how costs will allocate during the cost allocation/fund split process.** **S** - Standard cost allocation and/or fund split. Indirect PCAs with CA Table *actuals Distribution Type* 4 or 5: Amounts allocated for CY are based on the prior month's expenditures (GL 9000). The allocation base calculation for PY is cumulative activity from inception to date (GL 9000). If the OC Table Encumbrance Allocation Indicator is **Y**, all Encumbrances (GL 6150) are also allocated. Indirect PCAs with CA Table *standards Distribution Type* 1, 2 or 3: Amounts are allocated whether or not costs have been recorded against them. Encumbrances are not allocated for PCAs with a CA Table *standards* Distribution Type of 1, 2 or 3. **C** - Cumulative cost allocation and/or fund split. Similar to the **S** run type, except current amounts are allocated using the year-to-date cumulative base for CY. Statistics loaded at the beginning of the year are the base for the year. The allocation base for both *standards* and *actuals* is cumulative activity from inception for PY (same for both **C** and **S** run types). **V** - Periodic/Quarterly variance allocation (not year-end). The allocation amount is the prior month ending year-to-date (CM1) expenditures (GLA 9000) balance for CY and PY. Only PCAs with a CA Table *Variance Allocation Indicator* of **1** or **2** are selected. The allocation base calculation is year-to-date activity. Encumbrances are not allocated for PCAs with a CA Table *standards Distribution Type* of **1**, **2** or **3**. **Y** - Year-end variance allocation. The allocation amount is the prior year adjusted (PY13) expenditures (GL 9000) balance for CY and PY. Only PCAs with a Variance Allocation Indicator of **2** are selected. The allocation base calculation is year-to-date activity *excluding PCAs with no June activity*. Encumbrances are not allocated for PCAs with a CA Table *standards Distribution Type* of **1**, **2** or **3**. *(continued)*

EXHIBIT IV-OC-1
ORGANIZATION CONTROL TABLE INPUT CODING INSTRUCTIONS

Data Element	Length	Contents
RUN TYPE *(continued)*		**A** - Accrual/adjustment Fiscal Month 13 allocation. Indirect PCAs with CA Table *actuals Distribution Type* 4 or 5: Amount allocated is the prior year adjustment (FM13) expenditures (GLA 9000) amount. The allocation base calculation is year-to-date activity *excluding PCAs with no June activity*. Encumbrances (GL 6150) are also allocated (all FFYs) if the Encumbrance Allocation Indicator is **Y**. Indirect PCAs with CA Table *standards Distribution Type* 1, 2 or 3: Amounts are allocated as if calculated *actuals*. NOTE: Upon completion of cost allocation/fund split using **A**, CALSTARS blanks the Run Type field. RUN TYPE **S**, **C**, **V**, **Y**, or **A** must be re-entered for the next cost allocation and/or fund split cycle. **Blank** - Department does not use Cost Allocation or Fund Split.
NBR STEP DOWNS	2	**Enter the total number of step-down allocations needed to perform the cost allocation process.** The number of step-downs in the current year OC Table must be equal to the greatest number of step-downs in any FFY subject to cost allocation. Enter code **00** if cost allocation is not used.
PCA METHOD	1	**Enter the code that identifies if the cost allocation process uses the Index Code for assigning costs and/or matches Index with PCA in the CA Table key for cost allocation:** **NOTE 1**: PCA Method is driven by the specific OC Table Funding Fiscal Year (FFY). **NOTE 2**: Refer to the Cost Allocation Table (Subchapter IV-CA) for further information and a matrix explaining the available cost allocation options. **1** - Do not use Index Code. Index Code in the Cost Allocation Table Key must be **0000**. The allocation of indirect PCA charges and determination of distribution range or base ignores Index Code. If the CA Table Allocation Range is used, all distributions must use Index **0000**. Charge and credit transactions generated by cost allocation will include the credit Index of the indirect PCA transaction, if coded; otherwise, Index **9999** is assigned by CALSTARS. **NOTE 3**: Index **9999** must be established in the IC Table; code **0000** is never established in the IC Table.) **2** - Index Code is in the Cost Allocation Table Key and the credit Index must be coded. Index Code is paired with a PCA to sum indirect charges and to determine the distribution allocation range or base. The distribution base determines the Index in the charge transactions. Credit transactions generated by cost allocation receive the credit Index and PCA. *(continued)*

EXHIBIT IV-OC-1
ORGANIZATION CONTROL TABLE INPUT CODING INSTRUCTIONS

Data Element	Length	Contents
PCA METHOD *(continued)*		**3** - Index Code in the Cost Allocation Table Key must be **0000**. The allocation amount is determined by the indirect PCA without regard to Index. However, any Index Codes found within the distribution base or range will be contained in the charge transaction by the cost allocation process. Credit transactions created by cost allocation receive the credit Index, if coded, otherwise **9999** is assigned. See **NOTE 3**, above. **4** - Index Code in the Cost Allocation Table key must be **0000**. The allocation amount is determined by the indirect PCA without regard to Index. However, Index Code integrity is maintained in the distribution range or base. Charge and credit transactions created by cost allocation contain the credit Index used by the indirect PCA in the CA Table, if coded, otherwise **9999** is assigned. This method operates similarly to Method 3, except the Charge Index is assigned the Credit Index shown in the CA Table rather than the Index Code from the distribution base. This allows the distribution base to be restricted to specific Index Code ranges while charging and crediting a single Index Code and provides the ability to allocate charges to a program structure for a specific organizational unit without affecting the Index Codes originally charged. See **NOTE 3**, above. **9** - Department does not use cost allocation.
ENCUMB ALLOC	1	**Enter the code to specify whether encumbrances are to be allocated:** **E** - Allocate encumbrances only - do not allocate expenditures (only if Cost Allocation RUN TYPE is **S**, **A**, or **C**). **Y** - Allocate encumbrances when expenditures are allocated. **N or Blank** - Do not allocate encumbrances.
LAST STEP RUN	2	**The Last Step Run Indicator** is automatically maintained by the system to keep track of the cost allocation and fund split (CA/FS) processing cycle. The value starts with **00** and increments by **01** for each cost allocation step completed. When the LAST STEP RUN value equals the NO STEP DOWNS value, fund split processing begins. The LAST STEP RUN value then changes to **FS**. The cycle ends when fund split is complete. During month-end rollover, the system changes LAST STEP RUN back to **00** to be ready for the next monthly processing cycle. When adding new OC Tables, enter code **00**. At times a department may need to change the LAST STEP RUN for other than normal monthly processing: Example 1: To run (process) CA/FS for FM 13 (for Year-end adjustments): After CA/FS is run for FM 12, the system sets the LAST STEP RUN to **FS**. **FS** must be changed to **00** for FM 13 to be run during July. Otherwise, CA/FS will not run when RUN COST is set to **C** or **Y** and RUN TYPE is set to **A**. Example 2: To run CA/FS for expenditures separately from CA/FS for encumbrances: *(continued)*

EXHIBIT IV-OC-1
ORGANIZATION CONTROL TABLE INPUT CODING INSTRUCTIONS

Data Element	Length	Contents
LAST STEP RUN *(continued)*		**Task 1:** Run expenditures only: The department sets RUN COST (Cost Allocation Run Indicator) to **C** or **Y**, RUN TYPE to **S** or **C** and ENCUMB ALLOC (Encumbrance Allocation Indicator) to **N** or Blank. The system cycles through the number of cost allocation steps specified in NO STEP DOWNS and performs the fund split for expenditures only. When complete, the system sets COST ALLOC to **N**; LAST STEP RUN to **FS**; and leaves RUN TYPE as **S** or **C**.
		Task 2: Run encumbrances only: The department sets RUN COST to **C** or **Y**, ENCUMB ALLOC to **E**, LAST STEP RUN to **00** (zero-zero) and leaves RUN TYPE as **S** or **C**. The system then starts the cycle over at step **01**. After completion, ENCUMB ALLOC will remain as **E.** Until the indicator is changed, all future cost allocation processes will be set to Allocate Encumbrances only.
		Example 3: The use of the value **V** or **Y** (Periodic Variance or Year-End Variance) in RUN TYPE requires special handling of the LAST STEP RUN Indicator. First, the SEQ IND coded on all Cost Allocation Table cost centers to be allocated using **V** or **Y** must have a value greater than the sequence range for normal cost allocation. Second, NO STEP DOWNS must be set to the highest value of the SEQ IND coded for that particular variance run. Third, LAST STEP RUN must be set to a value of one less than the starting sequence value for the variance run.
		For example, the cost centers to be allocated have a SEQ IND value of **5** coded on the CA Table. The department sets COST ALLOC to **Y** for cost allocation only or **C** for cost allocation and fund split cycle; RUN TYPE to **V** or **Y**; NO STEP DOWNS to **05**; and LAST STEP RUN to **04**. (This tells the system that the next step to run is 05). After this process completes and before running the next normal monthly process, another maintenance transaction is required: Change RUN TYPE to **S** or **C**; NO STEP DOWNS to the normal monthly value and LAST STEP RUN to **00** (zero-zero).
<u>**Misc :**</u>		Enter miscellaneous indicators:
PM OPEN	1	**Enter a value:** **Y** - Prior month open for posting. Default value. Automatically set by the monthly rollover process. **N** - Prior month closed for posting. **T** - Prior month temporarily closed for posting any transactions. **C** - Prior month closed for posting manual and external expenditure transactions. Only system generated cost allocation/fund split expenditure transactions will post. Department prepared transactions that use GL 9000 are not allowed to post. This code is automatically set during cost allocation/fund distribution. *(continued)*

EXHIBIT IV-OC-1
ORGANIZATION CONTROL TABLE INPUT CODING INSTRUCTIONS

Data Element	Length	Contents
PM OPEN *(continued)*		**NOTE 1**: When the Cost Allocation run indicator is **C**, **Y** or **A**, and the Cost Allocation RUN TYPE is **S**, **C** or **V**, the PRIOR MONTH OPEN displays **C** during processing and the LAST STEP RUN is **FS**. The department may reset this indicator as follows: • **Y** and **C** may be changed to **T**; • **Y**, **C** and **T** may be changed to **N**; • **C** and **T** may be changed to **Y**; and • **N** may be changed to **Y**. (See <u>NOTE 2</u>, below.) **NOTE 2**: Transactions entered after the month is closed could affect cost allocation/fund split transactions, the monthly Plan of Financial Adjustment letter request to the SCO, month-end file reports and SCO reconciliations. A CALSTARS Analyst should be consulted <u>before reopening the month</u> and posting any transactions.
FUND / FS EDITS	1	**Enter the code to identify if funding information is edited against the Fund/Fund Source (D53) Edit Table:** **0** - Do not perform Fund-to-Fund Source edits. **1** - Perform edits during PCA Table maintenance and IEUP financial transaction editing. **2** - Perform edits during PCA Table maintenance, IEUP financial transaction and on-line shadow file editing.
CHECK FILE	1	**Enter the Check File Indicator:** **Y** - Post check transactions to the outstanding check file. **N** - Check file/reconciliation feature not used. Do not post checks to the outstanding check file (checks not available for Command **A.2** use or for check reports). **NOTE**: If the check file is not used, but plans are to use it at some later date, change this value from **N** to **Y** approximately two months before use. (It is easier to let the system post the checks and then delete the ones no longer outstanding, than to manually enter all the outstanding checks.)
CD102	1	**Enter the CD102 Indicator:** **Y** - Create automated posting transactions of SCO CD102 statements. **N** - Do not create automated posting transactions of SCO CD102 statements.
CalATERS ORF	1	**Enter the CalATERS Indicator:** (Set indicator to **N** if not using.) **Y** - Generate transactions and <u>do not create</u> batches for each Index Code. **I** - Generate transactions and <u>create</u> separate batches for each Index Code. **N or Blank** - Do not create ORF batches from SCO CalATERS data.

EXHIBIT IV-OC-1
ORGANIZATION CONTROL TABLE INPUT CODING INSTRUCTIONS

Data Element	Length	Contents
Budget:		
CY SCH10	1	**Enter the** Current Year Schedule 10 Indicator to **i**ndicate if the department wants to participate in the Schedule 10 subsystem: **Y -** Yes indicates that the department wants to participate this fiscal year in the schedule 10 subsystem. If **Y**, Budget Sequence numbers are required on appropriation transactions. **N -** No indicates that the department does not want to participate this year in the Schedule 10 subsystem. If **N**, the N10 report will not be produced and Budget Sequence numbers are not required on appropriation transactions.
CY BR #1	1	**Enter N when adding new OC Table records** (*blank* is not allowed). For participating departments, the indicator allows the department to specify when their BR #1 (to remove the payables from their main support item) is approved, their initial appropriations posted, and the generated matching reports are no longer desired. Departments that do not post BR #1 need to set this indicator to **Y** to discontinue receiving Exception Matching Reports as of BR-1 (CSBB30-1). This indicator is active in both the Current and Past year OC Table records. This indicator is typically changed only once during a fiscal year cycle. Enter the Current Year BR #1 Indicator: **N -** No, BR #1 (s) and the initial appropriations have not been posted or do not match the generated matching reports. **Y -** Yes, BR #1 (s) and the initial appropriations have been posted and verified. **NOTE**: Before changing this indicator to **Y**, verify that Record Type D on the Schedule 10 Summary Worksheet (Report CSTARN10) for all funds is zero.
PY SCH10 TRANS	1	**Enter N when adding new OC Table records** (*blank* is not allowed). For participating departments, the PY Schedule 10 Transmittal Authorization Indicator displays the status of the department's financial statements. It is active in only the <u>current year</u> OC Table, but is applicable to the <u>prior year</u> financial records. Enter the Prior Year Schedule 10 Transmittal Authorization Indicator : **N -** No, the past year financial statements have not been completed. **Y -** Yes, the past year financial data is complete and the Past Year Schedule 10 is ready to submit to the Department of Finance. **X -** System entry produced from reading the OC Table. Indicates the department is "all done" with financial statements. The department cannot enter **X** or change an **X** to any other value. *(continued)*

EXHIBIT IV-OC-1
ORGANIZATION CONTROL TABLE INPUT CODING INSTRUCTIONS

Data Element	Length	Contents
PY SCH10 TRANS *(continued)*		**Z -** System entry (set after Indicator is set to **X**). Indicates that a past year authorization, expenditure, or encumbrance transaction(s) has been posted to FM13 <u>after</u> financial statements and the Schedule 10's have been submitted. Material changes to the authorization, expenditure or encumbrance amount(s) may warrant revision to the financial statements or the Schedule 10's. The change should be investigated to determine appropriate action. The department cannot enter **Z** or change a **Z** to any other value.
<u>**Year-End:**</u>		Run indicators are always entered in the <u>current</u> Funding Fiscal Year OC Table.
RUN YEC	1	**Enter a code** (if appropriate). Some of the indicators below are department controlled and others are system generated. See Volume 7, Chapter VI, Year-End Closing – YEC and YEO Processes, for specific instructions. **Blank** - Year-End Close processing has not begun. **C** - Run Year-End Close (YEC) process. **D** - Year-End Close Process complete. (System generated) **E** - Run General Ledger Year-End Open Process (YEO). **X** - Year-End Open Process complete. (System generated) **NOTE 1**: The Year-End indicator may <u>not</u> be set to **C** or **E** in a prior year OC Table record and must be blank on an 'Add' transaction. The indicator cannot be changed to a lower value in the following sequence: **Blank**, **C**, **D**, **E**, and **X** with Blank being lowest. **D** and **X** are system-set and cannot be entered.

EXHIBIT IV-OC-1
ORGANIZATION CONTROL TABLE INPUT CODING INSTRUCTIONS

Data Element	Length	Contents

PY OPEN	1	**Enter the code to identify if the prior fiscal year is open for posting:**
		
		Y - Prior year open for posting; automatically set by the June 30 month-end rollover.
		
		N - Prior year closed for posting. (System generated)
		
		T - Prior year temporarily closed for all posting.
		
		C - Prior year closed only for manual entry of transactions affecting GLA 9000, expenditures. However, the *system generated* transactions from cost allocation/fund split still post.
		
		NOTE: The General Ledger Open program automatically changes the value to **N**. The department can change PRIOR YEAR OPEN:
		
		    • **Y** and **C** may be changed to **T**; and
		
		    • **C** and **T** may be changed to **Y**.
		
		*Only the CALSTARS staff can change **N** to **Y**.*

UNCLR COLL FFY	1	**Enter the indicator for uncleared collection documents:** **N or Blank** - No, do not roll forward uncleared collections documents to the new FFY/EY; or **C** - Yes, roll forward all uncleared collection documents to the new FFY/EY.
ORF FFY	1	**Enter the indicator for Office Revolving Fund documents:** **N or Blank** - No, do not roll forward ORF documents to the new FFY/EY; or **C** - Yes, roll forward all ORF documents to the new FFY/EY.
Hierarchy:		
		Enter the organization hierarchy. The lowest level of the Organization Hierarchy should normally equal the Org-Code in the Control Key. Classification information is from the *Uniform Codes Manual*:
LEVEL A	4	Statewide Agency code;
LEVEL B	4	Statewide Sub-Agency code;
LEVEL 1	4	Statewide Department code;
LEVEL 2	4	Statewide Division code, or leave blank if appropriate; and
LEVEL 3	4	Statewide Bureau code, or leave blank if appropriate.

EXHIBIT IV-OC-1
ORGANIZATION CONTROL TABLE INPUT CODING INSTRUCTIONS

Data Element	Length	Contents
Error Severity:		Enter the values for each available funding fiscal year.
VALID VALUES (for DATA ERRORS and FUND ERRORS)	1	**Enter the appropriate Value to specify the error severity:** **F** - Fatal **W** - Warning **I** - Ignore **Blank** - Same as Fatal (F) (default value) **NOTE**: Both the Data and Fund Error Severity Segments edit transactions based on the Funding Fiscal Year (FFY) of the transaction. For example, FY 00 transactions are edited based on the Error Severity Segments of the FY 00 OC Table; the FY01 transactions are edited based on the Error Severity Segments of the FY 01 OC Table, etc. *Exhibits IV-OC-2 and IV-OC-3 identify the error codes, the position of each code in the Error Severity Segment and the valid values for each position.*

EXHIBIT IV-OC-2
POSITIONS OF ERROR CODES IN THE ORGANIZATION CONTROL TABLE
DATA-RELATED ERROR SEVERITY SEGMENT

POSITION	VALID VALUES	CODE	ERROR MESSAGE
1	W F I	E07	LOCATION NOT IN D35
2	W F I	E13	AGCY OBJ NOT IN D12
3	W F I	E16	AGCY SRCE NOT IN D34
5	W F	E38	INDEX CODE REQUIRED
6	W F	E39	MULTI PUR NOT ALLOW
7	W F	E45	INDEX NOT ALLOW
8	W F	E46	OPT INDEX NOT IN IC
9	W F I	E47	INDEX CODE REQUIRED
10	W F	E48	REQ INDEX NOT IN IC
11	W F	E49	MULTI PUR REQUIRED
12	W F	E58	FUND DTL NOT ALLOWED
13	W F	E59	OPT FD NOT IN D23
14	W F	E60	FUND DETAIL REQUIRED
15	W F	E61	REQ FD NOT IN D23
22	W F	E71	OPT SRCE NOT IN D33
26	W F I	E76	PROJ NO REQUIRED
28	W F	E78	VEND NO NOT ALLOWED
31	W F	E91	INVOICE NO REQD
32	W F I	FJ0	IC TO DF NO MATCH *
			FJ1 PA TO DF NO MATCH *
Note: All the error		FJ2	PROJ TO DF NO MATCH *
fatalities of		FJ3	LOC/MP DF-NO MATCH *
FJ0 through FJ9		FJ4	AS TO DF NO MATCH *
are defined in		FJ5	FD TO DF NO MATCH *
position 32.		FJ6	SRC-AGY/DF NO MATCH *
		FJ7	OBJ TO DF NO MATCH *
		FJ8	VE TO DF NO MATCH *
		FJ9	SUBSID/DF NO MATCH *
33	W F	EJ1	AP OBJ REQ OBJ DTL
36	W F I	EA4	PCA ACTIV NOT IN D43
37	W F I	FI0	IC TO DF NO MATCH **
38	W F I	FI1	PA TO DF NO MATCH **
39	W F I	FI2	PROJ TO DF NO MATCH **
40	W F I	FI3	LOC/MP DF NO MATCH **
42	W F I	FI5	FD TO DF NO MATCH **
43	W F I	FI6	SRC-AGY/DF NO MATCH **
44	W F I	FI7	OBJ TO DF NO MATCH **
45	W F I	FI8	VE TO DF NO MATCH **
46	W F I	EP2	PROJECT NOT IN PCA

* Non-encumbrance transactions   ** Encumbrance transactions

Positions not listed (4-80) are either not assigned or are Fatal errors that do not have specific error codes assigned.

EXHIBIT IV-OC-3
POSITIONS OF ERROR CODES IN THE ORGANIZATION CONTROL TABLE
<u>FUND-RELATED</u> ERROR SEVERITY SEGMENT

<u>POSITION</u>	<u>VALID VALUES</u>			<u>CODE</u>	<u>ERROR MESSAGE</u>
1	W	F	I	F01	ABNORMAL DF BAL-CM0
2	W	F	I	F02	ABNORMAL DF BAL-CM1
3	W	F	I	F03	ABNORMAL DF BAL-PY13
4	W	F		F04	DF DOCUMENT NOT OPEN
5		F		F05	REV CODE NOT ALLOWED
8	W	F	I	F08	DETAIL OVEREXP-CM0
9	W	F	I	F09	DETAIL OVEREXP-CM1
10	W	F	I	F10	DETAIL OVEREXP-PY13
11	W	F	I	F11	INVAL DETAIL BAL-CM0
12	W	F	I	F12	INVAL DETAIL BAL-CM1
13	W	F	I	F13	INVAL DTL BAL-PY13
14	W	F	I	F14	CONTROL OVEREXP-CM0
15	W	F	I	F15	CONTROL OVEREXP-CM1
16	W	F	I	F16	CONTROL OVEREXP-PY13
17	W	F	I	F17	BUDGET DETAIL OV-CM0
18	W	F	I	F18	BUDGET DETAIL OV-CM1
19	W	F	I	F19	BUDGT DETAIL OV-PY13
21	W	F	I	F21	BUDGET CONTRL OV-CM0
22	W	F	I	F22	BUDGET CONTRL OV-CM1
23	W	F	I	F23	BUDGT CONTRL OV-PY13
24	W	F	I	F24	FED AUTH OVEREXP-CM0
25	W	F	I	F25	FED AUTH OVEREXP-CM1
26	W	F	I	F26	FED AUTH OVREXP-PY13
27	W	F	I	F27	ENC OVEREXPEND-CM0
28	W	F	I	F28	ENC OVEREXPEND-CM1
29	W	F	I	F29	ENC OVEREXPEND-PY13
30	W	F	I	F30	INVAL ALLOT BAL-CM0
31	W	F	I	F31	INVAL ALLOT BAL-CM1
32	W	F	I	F32	INVAL ALLOT BAL-PY13
33	W	F	I	F33	ALLOT OVEREXPEND-CM0
34	W	F	I	F34	ALLOT OVEREXPEND-CM1
35	W	F	I	F35	ALLOT OVEREXPEN-PY13
36		F		F36	AL ALLOT NOT OPEN
37	W	F	I	F37	AL OVEREXP REIMB-CM0
38	W	F	I	F38	AL OVEREXP REIMB-CM1
39	W	F	I	F39	AL OVEREXP REIM-PY13
40	W	F	I	F40	INSUFF CASH-CM0
41	W	F	I	F41	INSUFF CASH-CM1
42	W	F	I	F42	INSUFF CASH-PY13
43	W	F	I	F43	NOT EQ DF BAL-CM0
44	W	F	I	F44	NOT EQ DF BAL-CM1
45	W	F	I	E45	NOT EQ DF BAL-PY13

Positions not listed (6-20) are either not assigned or are Fatal errors that do not have specific error codes assigned.

<u>POSITION</u>	<u>VALID VALUES</u>			<u>CODE</u>	<u>ERROR MESSAGE</u>
			(continued)		
46	W	F	I	F46	REIMB DETAIL OVR-CM0
47	W	F	I	F47	REIMB DETAIL OVR-CM1
48		F		F48	NO DOC TO REVERSE
49		F		F49	IT AMT > DF PMT AMT
50	W	F	I	F50	INVAL GP BUDGET-CM0
51	W	F	I	F51	INVAL GP BUDGET-CM1
52	W	F	I	F52	INVAL GP BUDGET-PY13
53	W	F	I	F53	GP BUD OVEREXP-CM0
54	W	F	I	F54	GP BUD OVEREXP-CM1
55	W	F	I	F55	GP BUD OVEREXP-PY13
56	W	F	I	F56	FIFO MONEY AVAILABLE
57	W	F		F57	GP PROJECT NOT OPEN
58	W	F	I	F58	DETAIL REV OVER-CM0
59	W	F	I	F59	DETAIL REV OVER-CM1
60	W	F	I	F60	DETAIL REV OVER-PY13
61	W	F	I	F61	CONTROL REV OVER-CM0
62	W	F	I	F62	CONTROL REV OVER-CM1
63	W	F	I	F63	CONTRL REV OVER-PY13
64	W	F	I	F64	INVALID CNTL BAL-CM0
65	W	F	I	F65	INVALID CNTL BAL-CM1
66	W	F	I	F66	INVALD CNTL BAL-PY13
67	W	F	I	F67	REIMB DETAIL OV-PY13
68	W	F	I	F68	REIMB BUDGET OVR-CM0
69	W	F	I	F69	REIMB BUDGET OVR-CM1
70	W	F	I	F70	REIMB BUDGET OV-PY13
71		F		F71	DF FILE NO MATCH
72		F		F72	INIT DOC EXCEPTION
73		F		F73	AP FILE NO MATCH
74		F		F74	INIT APPN EXCEPTION
75		F		F75	AL FILE NO MATCH
76		F		F76	INIT ALLOT EXCEPTION
77		F		F77	CC FILE NO MATCH
78		F		F78	INIT CASH EXCEPTION
79		F		F79	GP FILE NO MATCH
80		F		F80	INIT GP EXCEPTION

Positions not listed are either not assigned or are Fatal errors that do not have specific error codes assigned.

EXHIBIT IV-OC-4

CALSTARS 4
(Rev. 11/02)

STATE OF CALIFORNIA
CALSTARS ORGANIZATION CONTROL TABLE MAINTENANCE

PREPARED BY: _____ DATE: _____ ENTERED BY: _____ DATE: _____

FUNCTION: ☐ (A=ADD, C=CHANGE, D=DELETE, P=PRINT)

ORG CODE: |__|__|__| FFY: |__|__|__|

LABOR: RUN LABOR: ☐

COST: RUN C0ST: ☐ RUN TYPE: ☐ NBR STEP DOWNS: |__|

PCA METHOD: ☐ ENCUMB ALLOC: ☐ LAST STEP RUN: |__|

MISC: PM OPEN: ☐ FUND/FS EDITS: ☐ CHECK FILE: ☐

CD102: ☐ CALATERS ORF: ☐

BUDGET: CY SCH10: ☐ CY BR #1: ☐ PY SCH10 TRANS: ☐

YEAR-END: RUN YEC: ☐ PY OPEN: ☐ UNCLR COLL FFY: ☐

ORF FFY: ☐

HIERARCHY: LEVEL A: |__|__|__| LEVEL B: |__|__|__| LEVEL 1: |__|__|__| LEVEL 2: |__|__|__| LEVEL 3: |__|__|__|

DATA ERRORS:

1-10:	1	2	3	4	5	6	7	8	9	10	11-20:	11	12	13	14	15	16	17	18	19	20
21-30:	21	22	23	24	25	26	27	28	29	30	31-40:	31	32	33	34	35	36	37	38	39	40
41-50:	41	42	43	44	45	46	47	48	49	50	51-60:	51	52	53	54	55	56	57	58	59	60
61-70:	61	62	63	64	65	66	67	68	69	70	71-80:	71	72	73	74	75	76	77	78	79	80

FUND ERRORS:

1-10:	1	2	3	4	5	6	7	8	9	10	11-20:	11	12	13	14	15	16	17	18	19	20
21-30:	21	22	23	24	25	26	27	28	29	30	31-40:	31	32	33	34	35	36	37	38	39	40
41-50:	41	42	43	44	45	46	47	48	49	50	51-60:	51	52	53	54	55	56	57	58	59	60
61-70:	61	62	63	64	65	66	67	68	69	70	71-80:	71	72	73	74	75	76	77	78	79	80

EXHIBIT IV-OC-5

```
CSB960-1 **************************        DEPARTMENT OF AIR QUALITY        ************************** ORG NUMBER:   9990
                          CALSTARS      O C - T A B L E   M A I N T E N A N C E      REPORT                ORG PAGE:        1
02/15/2002 (15:08) ************************************************************************************** RUN PAGE:        1

                                          A C T I V I T Y    R E P O R T
--------------------------------------------------------------------------------------------------------------------------------
      ---KEY--  ----------------------- INFORMATIONAL ELEMENTS --------------------------------------- ERROR CODES AND MESSAGES


               RUN     LABOR   RUN    RUN    ENCUM   PCA    NBR    LAST    PM     CHECK   F/FS            CAL-
FUNC  ORG  FFY  LABOR   STAT    COST   TYPE   ALLOC   METH   STEPS  STEP    OPEN   FILE    EDIT    CD102   ATERS
 C    9990 2001                 Y

               CY      CY      PY     RUN    PY      UNCLR  ORF    LEVEL   LEVEL  LEVEL   LEVEL   LEVEL
               SCH10   BR #1   TRANS  YEC    OPEN    COLL   FFY    A       B      1       2       3


               DATA - 1...5...10...15...20...25...30...35...40...45...50...55...60...65...70...75...80


               FUND - 1...5...10...15...20...25...30...35...40...45...50...55...60...65...70...75...80
```

EXHIBIT IV-OC-6

```
CSB960-2 *************************              DEPARTMENT OF AIR QUALITY              ************************** ORG NUMBER:    9990
                   CALSTARS      O C - T A B L E   M A I N T E N A N C E      REPORT                        ORG PAGE:         1
02/15/2002 (15:08) ************************************************************************************************ RUN PAGE:         1

                                              O C - T A B L E   L I S T I N G
-------------------------------------------------------------------------------------------------------------------------------------
     ---KEY--  ------------------------INFORMATIONAL ELEMENTS-------------------------------------------

              RUN    LABOR  RUN    RUN    ENCUM  PCA    NBR    LAST   PM     CHECK  F/FS          CAL-
     ORG  FFY LABOR  STAT   COST   TYPE   ALLOC  METH   STEPS  STEP   OPEN   FILE   EDIT   CD102  ATERS
     9990 1999  N      N      N      S      Y      3      02     00     Y      N      2      N      Y

              CY     CY     PY     RUN    PY     UNCLR  ORF    LEVEL  LEVEL  LEVEL  LEVEL  LEVEL
              SCH10  BR #1  TRANS  YEC    OPEN   COLL   FFY    A      B      1      2      3
               Y      N      N      X      N      C      N     9900   9910   9990

              DATA - 1...5...10...15...20...25...30...35...40...45...50...55...60...65...70...75...80
                     FFFFFFFFFFFFFFFFFFFFFFFFF F FFFFF    FFFIFFFIFIF

              FUND - 1...5...10...15...20...25...30...35...40...45...50...55...60...65...70...75...80      LAST UPDATE
                     FFFF F IIIIIIIIIFFFFFIIIIIIFFFFFFIFFFFIIIIIIIIIFFFFIIIIIIIWIIIIIIIII   FFFFFFFFFFF    09-04-2000


              RUN    LABOR  RUN    RUN    ENCUM  PCA    NBR    LAST   PM     CHECK  F/FS          CAL-
     ORG  FFY LABOR  STAT   COST   TYPE   ALLOC  METH   STEPS  STEP   OPEN   FILE   EDIT   CD102  ATERS
     9990 2000  N      N      N      S      Y      3      02     00     Y      N      2      N      Y

              CY     CY     PY     RUN    PY     UNCLR  ORF    LEVEL  LEVEL  LEVEL  LEVEL  LEVEL
              SCH10  BR #1  TRANS  YEC    OPEN   COLL   FFY    A      B      1      2      3
               Y      N      N      X      N      C      N     9900   9910   9990

              DATA - 1...5...10...15...20...25...30...35...40...45...50...55...60...65...70...75...80
                     FFFFFFFFFFFFFFFFFFFFFFFFF F FFFFF    FFFIFFFIFIF

              FUND - 1...5...10...15...20...25...30...35...40...45...50...55...60...65...70...75...80      LAST UPDATE
                     FFFF F IIIIIIIIIFFFFFIIIIIIFFFFFFIFFFFIIIIIIIIIFFFFIIIIIIIWIIIIIIIII   FFFFFFFFFFF    10-04-2001


              RUN    LABOR  RUN    RUN    ENCUM  PCA    NBR    LAST   PM     CHECK  F/FS          CAL-
     ORG  FFY LABOR  STAT   COST   TYPE   ALLOC  METH   STEPS  STEP   OPEN   FILE   EDIT   CD102  ATERS
     9990 2001  N      Y      Y      S      Y      3      02     00     Y      N      2      N      Y

              CY     CY     PY     RUN    PY     UNCLR  ORF    LEVEL  LEVEL  LEVEL  LEVEL  LEVEL
              SCH10  BR #1  TRANS  YEC    OPEN   COLL   FFY    A      B      1      2      3
               Y      N      N      X      N      C      N     9900   9910   9990

              DATA - 1...5...10...15...20...25...30...35...40...45...50...55...60...65...70...75...80
                       FFFFFFFFFFFFFFFFFFFFFFFFF F FFFFF    FFFIFFFIFIF

              FUND - 1...5...10...15...20...25...30...35...40...45...50...55...60...65...70...75...80      LAST UPDATE
                     FFFF F IIIIIIIIIFFFFFIIIIIIFFFFFFIFFFFIIIIIIIIIFFFFIIIIIIIWIIIIIIIII   FFFFFFFFFFF    02-15-2002
```